

Professional and Managerial Branch
Fiscal and Tax Administration Group
O.M.B. Series

BUDGET AND MANAGEMENT ANALYST III

08/92

Summary

Under direction, supervises and performs complex professional budget development administration and control; manages operational and research projects; performs related duties as required.

Typical Duties

Plans, supervises and schedules the work related to advanced budgeting; prepares the master budget schedule and supervises the overall budget preparation process; plans and directs budget work of assigned personnel; trains operating departments in budget preparation and implementation including the developments in budget organizational mission statements; prepares and submits the annual budget instruction manual; supervises the development and preparation of the budget format and forms; makes recommendation on departmental budget requests of expenditures, revenues, capital; coordinates changes to the budget computer system with data processing staff and programmers; prepares and supervises special assignments on the status of the budget; provides technical assistance on budget matters.

Identifies, analyzes and tracks all city revenue sources; reviews and analyzes departmental cost performance in relation to budgets; reviews and approves budget and personnel change requests; provides technical assistance on the administration of the budget; reviews and analyzes departmental cost performance in relation to budgets; coordinates the preparation of monthly expenditures and revenue report for Mayor and Council.

Manages special projects involving mobilization of manpower and resources to accomplish a variety of goals; analyzes organizational structures and work flows and processes to find improvements and efficiencies; develops procedures to comply with new and revised federal, state and local regulations; develops and updates policy and procedure manuals; confer and advise on financial matters with department heads and elected officials; assigns, supervises, trains and reviews and evaluates the work of assigned personnel.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Public or Business Administration or a related field and 18 hours of related graduate coursework and four years of progressively responsible professional experience in budgetary or fiscal analysis, preferably in municipal operations, including at least one year of program analysis or project management experience and supervision; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of budget and financial analysis methods, practices and procedures; considerable knowledge of operational and management research techniques, methods and procedures; considerable knowledge of municipal management practices and procedures; good knowledge of data processing methods; good knowledge of personnel rules and regulations.

Ability to research and analyze organizational structure and management problems, and make recommendations for their solution; ability to interpret and implement budgetary and managerial policies and procedures; ability to analyze financial documents and records; ability to establish and maintain effective working relationships with fellow employees, officials and the general public.

Director of Personnel

Department Head